

Assistant to the Children's Pastor Job Description

Partner with Children's Pastor to disciple the next generation in:

Services (Weekly)

- Manage and correct classroom behavior with love.
- Teach 1st - 3rd grade on Sundays at 2nd service and eventually both services and some Tuesdays.
- Flexibility with pulling Kindergarten ages 4-6 years out of the main kids sanctuary to K-8 classroom on Tuesday or Sunday mornings at 9am.
- Plan a game for Tuesday night services.

Organization (Weekly)

- Help keep Kids spaces and office area organized.
- Help with Kids church set up and tear down.
- Assisting with maintaining Kids Ministry Policy, schedules/ classroom routines and curriculum binder.
- Serve on a curriculum advisory team and help ensure teachers remain in alignment with what leadership sets forth for classroom instruction.

Communication (Weekly)

- Communicate effectively with the Children's Pastor on ministry-related issues.
- Send out birthday cards.
- Touch-base with Missing Families every Monday (send email or text).
- Touch-base with New Families every Monday (send postcard).
- Help plan Kids ministry events.
- Help recruit volunteers.
- Train and equip new volunteers.

Technology (Weekly)

- Use PowerPoint or Keynote.
- Help with Kids church social media.
- Schedule volunteers.
- Assist with safety and classroom procedure training.

- Assist with teacher enrichment (classroom management, how to videos, etc.).

Ministry Opportunities (Monthly)

- Assist with the 'Mommy and Me' event two Wednesdays per month.
- Partner with Young Families events to build community.
- Help coordinate monthly homeschool events.
- Assist with planning volunteer appreciation events and team building activities.
- Assist with planning quarterly "Meet and Greets" with new parents of children in Kids Ministry after Sunday 2nd service and collaborate with Youth Pastor in a joint event.

Assimilation

- Assist with new family orientation online or in person.
- Guide volunteers through steps of service.
- Facilitate connection between Kids ministry and Young Families ministry.
- Help identify where volunteers fit in Kids ministry.

Vacation Bible School

- Assist in planning, organizing, communicating, and constructing New Life Kids Ministry's yearly VBS.

